



IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

In re Application of:

WILLIAM R. REETZ and RONALD R. TAYLOR

Serial No. : 09/990,472
Filed : November 20, 2001
For : METHOD OF FORMING A
THERMOACTIVE BINDER COMPOSITE

Dated: February 7, 2002
Our File: RTZ 302D

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Attention: BOX MISSING PARTS

Commissioner of Patents
Washington, D.C. 20231

Sir:

**RESPONSE TO NOTICE TO FILE MISSING PARTS
OF NONPROVISIONAL APPLICATION**

Enclosed for filing in connection with the above-identified patent application is an executed Declaration and Power of Attorney form.

Also enclosed is a duplicate copy of the Notice to File Missing Parts of Non-Provisional Application, together with our check in the amount of \$1,212.00 for payment of the filing fee and surcharge for filing these documents subsequent to the filing date of the application.

CERTIFICATE OF MAILING

I hereby certify that this correspondence is being deposited with the United States Postal Service as first class mail in an envelope addressed to: Commissioner for Patents, BOX MISSING PARTS, Washington, D.C. 20231 on February 7, 2002.

Mandi M. Leighty
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Respectfully submitted,
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APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
09/990,472	11/20/2001	William R. Reetz	RTZ 302D

FEB 21 2002

CONFIRMATION NO. 4409

FORMALITIES LETTER



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Date Mailed: 12/07/2001

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NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

Filing Date Granted

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The statutory basic filing fee is missing.
Applicant must submit \$ 740 to complete the basic filing fee for a non-small entity. If appropriate, applicant may make a written assertion of entitlement to small entity status and pay the small entity filing fee (37 CFR 1.27).
- Total additional claim fee(s) for this application is \$342.
 - \$90 for 5 total claims over 20.
 - \$252 for 3 independent claims over 3 .
- The oath or declaration is missing.
A properly signed oath or declaration in compliance with 37 CFR 1.63, identifying the application by the above Application Number and Filing Date, is required.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(l) of \$130 for a non-small entity, must be submitted with the missing items identified in this letter.
- The balance due by applicant is \$ 1212.

*A copy of this notice **MUST** be returned with the reply.*

Customer Service Center
Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE